

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EVALUATION OF SUPPORT
EMPLOYEES

ADOPTED:

REVISED:

512. EVALUATION OF SUPPORT EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all support personnel employed by the district.</p>
2. Guidelines	<p>The objectives of the district evaluation plan for support personnel are:</p> <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Include timely conferences with the employee and evaluator to review and sign each evaluation.2. Group support employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.4. Provide a procedure for identifying and commending effective performance,

<p>4. Delegation of Responsibility</p>	<p>counseling and assisting employees where improvement is necessary, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p> <p>The procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Conduct of evaluations at specified intervals for probationary employees and each year for regular employees.2. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or department head.3. Method of making and retaining personnel records which ensures that entries are based on observable and verifiable facts, all materials will be confidential, employee has an opportunity to review evaluations and append a written statement.4. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change. <p><u>Maintenance/Custodial Employees</u></p> <p>Daily or as deemed necessary by the Board, the Superintendent or designee shall inspect the buildings for satisfactory job performance.</p> <p>If specific deficiencies are noted, then the Superintendent or designee shall utilize the following procedures:</p> <ol style="list-style-type: none">1. The Superintendent or designee shall have a meeting with the employee to informally discuss the specific nonperformance and ask the employee's opinion of corrective measures which would correct the nonperformance in the future. <p>At the completion of the meeting, the Superintendent or designee shall complete an Informal Meeting Report which will detail the facts surrounding the nonperformance. This report also shall contain the signature of the employee, which will constitute only that the meeting did take place.</p> <ol style="list-style-type: none">2. Upon the second occurrence of nonperformance, the employee shall receive a written letter from the Superintendent detailing the nonperformance and warning the employee that continued deficiencies will result in actions against the
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	<p>employee.</p> <ol style="list-style-type: none"><li data-bbox="440 323 1563 470">3. Upon the third occurrence of nonperformance, the employee shall receive a letter from the Superintendent detailing the nonperformance and providing a three (3) day unpaid suspension, subject to all due process considerations contained in the collective bargaining agreement.<li data-bbox="440 506 1563 726">4. Upon the fourth occurrence of nonperformance, the employee shall receive a letter from the Superintendent detailing the nonperformance and subjecting the employee to discharge either immediately or after the Board meets to provide a hearing on the matter of dismissal. In either case, the Board shall provide the employee with a hearing, at which time the employee shall be provided all due process considerations contained in the collective bargaining agreement. <p data-bbox="440 762 1563 835">The maximum time between the first and fourth occurrence as outlined shall be no longer than six (6) months.</p>
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